Exceptional Student Services (ESS) / Data Management

Recommended Procedure
Verifying and Reconciling the Federal Special Education Census

This document is intended to summarize the steps that are recommended for personnel from public education agencies (PEAs) to verify that SAIS data completely and accurately reflect the actual number of students receiving special education services on October 1.

Background

Due to Federal Government reporting requirements, the Exceptional Student Services (ESS) division of the Arizona Department of Education (ADE) requires each public education agency (PEA) to verify the number of students ages 3–21 who were receiving special education services on October 1.[1] Therefore, each PEA is required to submit a letter verifying the number of students served on October 1 **and** is required to ensure that the data that reside in SAIS match the verified number of students. Additionally, PEA personnel are expected to ensure that SAIS data accurately identify the Need Category that has the greatest adverse impact on the student's ability to access and progress through the general curriculum via submission of the Federal Primary Need Indicator (FPNI).

The ultimate goal of the census verification/reconciliation process is to ensure that the final count extracted from SAIS and displayed on the ADE-generated SPED07 report matches the actual count of students served on October 1 as submitted by the PEA in the verification letter.

Recommended Procedure

We recommend that the following procedures be performed to verify the actual count of students receiving special education services on October 1 and to ensure that the data that reside in SAIS are complete, accurate, and Integrity error free.

---

[1] Students are counted as receiving services on October 1 if they were enrolled as participants in special education on October 1. This is without regard to such factors as absence from school, not being scheduled to receive services, or school not in session on October 1.

1. Determine the total number of students who were ages 3–21 and were receiving special education services on October 1. In addition, PEAs must specify the number of students in this group who were ages 3–5 on October 1.

   Notes:

   - *Students who are tuitioned-in to a PEA should be excluded from the count. Tuitioned-in students are counted by the responsible PEA that pays tuition for the student's services.*

   - *The number(s) should be derived from the data available at the school and/or district/charter level. Most student management systems (SMS) either generate a report for this purpose or will allow users to perform a query to show the number of students receiving primary services on a particular date. Assuming the data that have been entered in the SMS are complete and accurate, the number could be derived from the report generated by the SMS or the results of the query. Otherwise, this number would need to be derived from another source, such as a printed student roster.*

2. Enter and submit the number of students who were ages 3–21 and 3–6 and were receiving special education services on October 1 in the boxes provided for this purpose within the ESS Census Verification application on the ADE's Common Logon.[2]

3. Submit the verification letter that is generated within the ESS Census Verification application to ADE Exceptional Student Services by US Mail or Fax as specified in the letter. Deadlines for submission as specified by ESS are available within the ESS Census Verification application.

4. Ensure that SAIS data for all students who participate in special education programs are complete, accurate, and Integrity error free by examining the ADE-generated reports available in the Download Area of the Student Detail Data Interchange (SDDI) for this purpose. The SDSEPD71-1[3] and SDSPED71-2[4] contain raw data that has been submitted to and successfully processed in SAIS.

---

[2] See the instructions provided by ESS concerning additional requirements for traditional school districts to submit the number of students enrolled in private schools within the boundaries of the district and students who are homeschooled.

[3] SDSPED71-1 lists data based on the most recent integrity run for all SPED students by district of attendance (DOA).

[4] SDSPED71-2 lists data based on the most recent integrity run for all SPED students by district of residence (DOR).

a. If information for students is found to be missing, incomplete, or inaccurate, appropriate corrections must be submitted to and successfully processed in SAIS.

b. If student records are shown to be failing as a result of SAIS Student Integrity processing, examine the *Student Integrity Status Report* (accessed from the SDDI Download Area at the school or district/charter holder level) to determine the cause and submit appropriate corrections to SAIS.

Note: Every time that data related to Special Education Service Participation are submitted to and successfully processed in SAIS, the raw data reports (i.e., SDSPED71-1 and SDSPED71-2) are updated, meaning that to be certain the data are complete, accurate, and Integrity error free, the reports must be checked on a regular basis. For all purposes (i.e., state funding, Federal Census, SPED Annual Data Collection, AIMS Test Labels, etc.) we strongly recommend that the raw data reports contain complete, accurate, Integrity-error-free data on the last ADE business day of every month.

Purpose and Use of the SPED07 Report

The SPED07 report displays a list of students who had records in SAIS at the time the report was updated, indicating that they were ages 3–21 and receiving valid special education services on October 1 of the year selected for the report. A single record is displayed for each student regardless of the number of disabilities for which he/she received services. Except for students who are both deaf and blind (indicated with a category of DB), disability categories are displayed on the SEPD07 report in accordance with the particular category that was designated as the Federal Primary Need in SAIS. PEA personnel use the SPED07 report to compare the numbers extracted from SAIS to their own roster of students who were ages 3 to 21 and who were receiving special education services on October 1.

Reconciliation

The following procedures should be performed to ensure that the results of the extract of data from SAIS to update the SPED07 report are as expected.

1. Examine the SPED07 report that is generated from within the ESS Census Verification application on the ADE Common Logon to ensure that students are listed as expected.

Notes:
- *Because the SPED07 report is extracted from SAIS, it is necessary to ensure that the data in SAIS are complete, accurate, and Integrity error free in order for it to display results that match the actual verified count.*

- *The date of the most recent update of the SPED07 report is displayed in the heading on the first page of the report.*

2. Investigate any discrepancies found and report any which cannot be explained to ADE by contacting the ADE Support Center or ESS Data Management.

Note: There are several reasons that explain why a student would be listed on a SDSPED71-1 or SDSPED71-2 report, yet be excluded from the SPED07 report. Please consult the checklist below before reporting any discrepancies between the SPED07 report and your actual list of students receiving services on October 1.

A student may be listed on the SDSPED71-1 or SDSPED71-2 report, yet be excluded from the SPED07 report for any of the following reasons:

✓ The student was not receiving SPED services on October 1.

✓ The student was less than 3 years old on October 1.

✓ The student reached his/her 22nd birthday on or before October 1.

✓ The student's SPED School Concurrency is indicated as "Secondary."

✓ The student's district of residence (DOR CTDS) is other than that of the district in which the student receives services.

✓ The student's Special Education Service Participation record was added to SAIS after the most recent Integrity run and update of the SPED07 report.[5]

✓ The student's records were failing as a result of SAIS Student Integrity processing for federal special education business rules (October 1

---

[5] In such cases the student's records would be processed through the next Integrity run and expected to appear on the SEPD07 report the next time it is updated.

Validation Integrity) at the time of the most recent update of the SPED07 report.[6]

Additional Information

For additional information regarding the submission and verification of SAIS data, please see the following documents from ESS Data Management available at http://www.ade.az.gov/ess/funding/datamanagement and/or within the ESS Census Verification application.

SPED Census Verification/Reconciliation Instructions

This document is intended to guide PEA personnel through the verification and reconciliation process for purposes of the SPED Census.

FAQs: SPED Census Verification and Reconciliation

This question and answer document is intended to assist PEA personnel who are responsible for verifying and reconciling data for students who participate in special education programs.

SAIS Codes for SPED

This document is intended to provide information regarding the predefined codes and definitions for certain SAIS data elements for SPED that are submitted to the SAIS Student Detail Database through the use of a student management system (SMS) or SAIS Online.

Additional Assistance

The ADE Support Center offers assistance to PEA personnel regarding issues related to submitting and verifying SAIS data. PEA personnel are always welcome to confer with a member of the ADE Support Center by calling (602) 542-7378 (within Maricopa County) or (866) 577-9636 (outside of Maricopa County) or via e-mail at adesupport@azed.gov.

---

[6] In such cases, if corrections are submitted to SAIS to successfully address the cause of the Integrity failure prior to the next Integrity run and data extract, the student's records would be expected to appear on the SPED07 report the next time it is updated.